LOUISIANA GUIDE TO ENTER DATA ON ETS WEBSITE FOR TITLE II REPORTING

Part A: Louisiana Clarification of Definitions for ETS & Westat Title II Reports for the 2019-20 Academic Year *(September 1, 2019 – August 31, 2020)*

Part B: Important Points to Remember When Entering and Checking Data on the ETS Website

August 11, 2020

**PART A: LOUISIANA CLARIFICATION OF DEFINITIONS
FOR ETS & WESTAT TITLE II REPORTS FOR THE 2019-20
ACADEMIC YEAR (SEPTEMBER 1, 2019 - AUGUST 31, 2020)**
(Updated: 8.11.20)

A.   DEFINITION: "TEACHER CANDIDATES"

Teacher Candidates are all individuals who have met state and university/private provider requirements to be formally admitted into Teacher Preparation Programs and were enrolled in courses/modules during the time period of September 1 to August 31 of the reporting year (e.g., 2019-20).

Minimum State requirements for entry into Teacher Preparation Programs can be found in *Bulletin 746: Louisiana Standards for Certification of School Personnel* and *Bulletin 996: Standards for Approval of Teacher and/or Educational Leader Preparation Programs* at http://bese.la.gov/documents-resources/policies-bulletins. These requirements include passage of the Praxis examination in Reading, Writing, and Mathematics or an equivalent ACT/SAT score or Master's Degree (alternate certification only), minimum GPA, and passage of the Praxis content examination (alternate certification only). All universities/private providers/districts have requirements that extend beyond the minimum state requirements for individuals to be formally admitted into their Teacher Preparation Programs.

Note: The admissions requirements that you list for the Westat report should be consistent with requirements to admit individuals to the Teacher Preparation Program and call the individuals Teacher Candidates.

B.   DEFINITION: "CLINICAL AND NONCLINICAL"

"Clinical" refers to "clinical teaching" that occurs through Student Teaching, Internship, Full Year Residency, or 3 Years of Supervised Teaching. Clinical teaching is supervised, sequenced, intensive, sustained, and an integral part of the State approved plans for Teacher Preparation Programs.

"Nonclinical" refers to any courses/modules approved by the State for Teacher Preparation Programs. Nonclinical courses may contain clinical experiences that are site-based and involve observations or practice teaching; however, the experiences do not have the depth of supervision or the level of intensity found within the clinical teaching that occurs during Student Teaching, Internship, Full Year Residency, or 3 Years of Supervised Teaching.

C.   DEFINITION: "COMPLETED"

Teacher candidates should be classified as "Completed" if they have completed all requirements in the State approved plans for Teacher Preparation Programs between the dates of September 1, 2019 – August 31, 2020.

D.   DEFINITION: "ALL ENROLLED STUDENTS WHO HAVE COMPLETED ALL NONCLINICAL COURSES (ENROLLED ALL BUT CLINICAL)"

The *ETS Title II Services Website User's Guide* defines "Enrolled All but Clinical" as students who have completed all nonclinical courses. The ETS guide indicates that if a program requires additional coursework during or after student teaching, there will be no students in the Enrolled All But Clinical Category for that program.

Thus, teacher candidates should be classified as "Enrolled All But Clinical" if they have completed **all** courses/modules for Teacher Preparation Programs by August 31, 2020 and will be completing only clinical teaching (i.e., Student Teaching, Internship, Full Year Residency, or 3 Years of Supervised Teaching) during fall 2020.

If teacher candidates are required to take seminars or specific courses at the same time as Student Teaching, Internship, Full Year Residency, or 3 Years of Supervised Teaching, they should <u>not</u> be listed as Enrolled All but Clinical for they have not yet completed <u>all</u> nonclinical courses. They should be listed as "Other Enrolled." <u>THIS IS A CHANGE FROM WHAT PROVIDERS WERE TOLD TO DO IN THE PAST.</u>

If teacher candidates have completed all teacher preparation courses/modules (with the exception of Student Teaching, Internship, Full Year Residency, or 3 Years of Supervised Teaching) and decide to <u>voluntarily</u> take additional coursework that extends beyond the coursework identified in the State approved curriculum, the teacher candidates may take the courses/modules and still be classified as "Enrolled All But Clinical" since the candidates have completed all nonclinical courses/modules prior to clinical teaching and the courses extend beyond the State approved curriculum.

E.   DEFINITION: "OTHER ENROLLED"

Teacher candidates should be classified as "Other Enrolled" if they were enrolled during September 1, 2019 and August 31, 2020 and are not classified as "Completed" or "Enrolled All But Clinical." These individuals include the following:

a.   Teacher candidates completing content coursework (e.g., Biology, English, etc.).
b.   Teacher candidates enrolled in nonclinical courses prior to or during their Student Teaching, Internship, Full Year Residency, or 3 Years of Teaching.
c.   Teacher candidates who take courses/modules that are identified on the State approved plans for Teacher Preparation Programs after they have completed their Student Teaching, Internships, Full Year Residency, or 3 Years of Teaching.
d.   All other teacher candidates.

If teacher candidates withdraw from the university or private provider program during the September 1 to August 31 reporting period (e.g., 2019-20), the Teacher Candidate should <u>not</u> be listed on the ETS website. They should be deleted if listed the previous year.

PART B: IMPORTANT POINTS TO REMEMBER WHEN ENTERING AND CHECKING DATA ON THE ETS WEB SITE *(Updated: 8.11.20)*

A.   ENTER STUDENT ON ETS WEBSITE

1.   Only enter names of students who meet the Louisiana definition of "teacher candidates" (*Note: Names of freshmen and sophomores who have declared Education as a major but have not met the criteria to be formally admitted to the Teacher Preparation Programs as a "Teacher Candidate" should **NOT** be entered. In addition, Teacher Preparation Programs should **NOT** be conditionally admitting students to programs if they do not meet the requirements for entrance into the programs and their names should not be entered onto the ETS web site.)*

2.   Enter student detail data for every possible category (See Title II Website User's Guide for a listing of the categories). (*Note: Programs that have the fewest problems with errors provide **thorough** data prior to ETS matching the students with the Praxis test scores. It is especially important to provide **ALL** of the following: alternate last names, date of birth, social security number, and **ALL** Praxis IDs for **ALL** tests being used for certification.)*

3.   **Enter the social security number for ALL candidates**. The number will help ETS locate the assessments if a name change occurs or the name is incorrectly entered. It is also needed by the State to retrieve program improvement data for institutions.

4.   Do **NOT** check the "undeclared" box. Leave it blank. You should only be entering names for students who have declared an area of certification and been admitted to your teacher preparation program.

5.   **ONLY** list the **INITIAL** area of certification for a teacher in the area in which they are being fully prepared to teach for Certificate/ Licensure/Program(s) (see chart on page 9). Review and make sure that the correct area (s) are listed for each candidate. The only exceptions are for Integrated to Merged programs for you will need to list 2 areas of initial certification (regular and mild/moderate) and you will need to list 2 content areas if a person completes an undergraduate degree in Middle School (Grades 4-8). Do **NOT** list **ADD-ON** certifications. *(Note: If you have an Early Intervention program and allow teachers to take early childhood courses for certification, only list the initial area of certification which is Early Intervention. Do not list the Early Childhood certification for it is an ADD-ON certification. Louisiana does NOT have an Integrated to Merged Program for Early Intervention and Early Childhood. Therefore, only Early Intervention should be listed as the initial area of certification.)*

6.   Double check each teacher candidate to make sure you have changed the "Student Category" of each teacher candidate if they have changed from

"Other Enrolled" to "Completed" or to "Enrolled All but Clinical." *(Note: It will be very costly if you forget to change the category and your program must pay ETS to redo all of your passage rate reports during spring 2021 when the passage rate reports are released.)*

7.   Double check to make sure you have listed the correct "Program Type" (e.g. Traditional, Alternate or ARO) for each teacher candidate. *(Note: It will be very costly if you discover in spring 2021 that you selected the wrong "Program Type" and your program must pay ETS to redo all of your alternate and undergraduate passage rate reports.)*

- **Traditional**: teacher candidate officially enrolled in an IHE bachelor's degree teacher preparation program
- **Alternate**: teacher candidate officially enrolled in an IHE alternate PTP, Certification-Only or MAT teacher preparation program
- **ARO**: teacher candidate (PTP or Certification-Only) officially enrolled in an Alternate Route Organization outside of an IHE such as iTeach, LRCE, TNTP, St. Bernard, Caddo, Ascension, Relay, etc.

B.   STUDENT LISTS – ERRORS THAT ETS WILL CORRECT

1.   View Student Lists for each teacher candidate and check to verify that ETS has listed on their web site ALL of the ETS tests that your records show that the teacher candidates took, passed, or did not pass. (*Note: This is a VERY important step. If ETS did not list a test that was passed during the assessment window, you need to provide ETS with additional information to help them locate the test.*)

2.   If your records show that the 2019-20 teacher candidates took tests during the time period of September 1, 2012 to August 31, 2020 (8-year window) required for certification in their initial area of certification, and the *tests are not listed on the ETS web site*, ETS will need to correct this error:

a.   Check to see if you listed the Praxis ID number for the test that was passed when you entered student data on the ETS web site. If you did not, enter the missing Praxis ID number so that ETS can locate the test when they do the next match.

b.   Check to see if there is more than one spelling of the person's name. If there is, add the additional spellings on the ETS web site in the student data section.

c.   Check to make sure the teacher candidate's social security number was entered correctly on the student data page.

d.   If you have already provided the Praxis ID for the test that was passed and provided correct names and social security numbers, contact ETS and provide them with the name of the person, ETS assessment, date taken, and score and request that they add the test to the list. Do not list Social Security numbers when sending messages

via e-mail to ETS, the Board of Regents, or the Louisiana Department of Education. Social security numbers are confidential and should not be listed in e-mails.

3. If your records show that the *2019-20 Other Enrolled, Enrolled All But Clinical, and Completed* candidates took and passed the tests during the time period of September 1, 2012 to August 31, 2020 (8-year window), but <u>ETS says that the person DID NOT pass a test</u>, do the following:

    a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED test for the NOT PASSED test.
    b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.

    (*Note: The Louisiana Board of Regents has contracted with ETS to create a longer window of time for ETS to retrieve previous test scores. Our state should have fewer problems with tests not being listed if they were taken prior to the start of the ETS test window*.)

4. If your records show that the *2018-19 Completers* took and passed the tests during the time period of September 1, 2011 to August 31, 2020 (9-year window), but <u>ETS says that the person DID NOT pass a test</u>, do the following:

    a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED tests for the NOT PASSED test.
    b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.

5. If your records show that the *2017-18 Completers* took and passed the tests during the time period of September 1, 2010 to August 31, 2020 (10-year window), but <u>ETS says that the person DID NOT pass a test</u>, do the following:

    a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED tests for the NOT PASSED test.
    b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.

6. **Check the Student Lists now and contact ETS immediately about corrections.** Do not wait until it is close to the ETS deadline for data entry. ETS may have difficulty finding the tests that you show as passed. It may take several matches before ETS shows correct assessments for each student.

    If you locate these errors, AFTER the passage rate reports are issued in spring 2021, your teacher preparation program will have to pay ETS to correct the errors. Now is the time to locate the errors - not spring 2021!

C. STUDENT LISTS – ERRORS THAT THE STATE WILL COREECT

1. ETS cannot correct errors if teacher candidates DID NOT pass Praxis I (PPST or Core Academic Skills Tests) assessments and you have records to show that you have substituted an ACT/SAT score or Master's degree for the score for the Praxis assessment. The State must correct that error when submitting the data to Westat for your Title II institutional reports during spring 2021. **You will need to place information about the student, the number and score of the assessment that was NOT PASSED, the ACT/SAT score, and other information on an Excel spreadsheet using a format that the Board of Regents and Louisiana Department of Education provides.** DO NOT submit information on the Excel spreadsheet unless you list a specific Praxis I assessment that was NOT PASSED.

2. ETS cannot correct errors if their web site shows that a person DID NOT pass a test during the testing window and the person DID pass an equivalent test prior to the testing window. You will need to possess those records and inform the State. The State must correct that error**. You will need to identify information about the student, the number and score of the assessment that was NOT PASSED, the name and score of the assessment that was passed, and other information on an Excel spreadsheet using a format that the BoR/LDOE provides.** DO NOT submit information unless you list a specific assessment that was NOT passed. The testing windows for the different cohorts are the following:

    2019-20 Other Enrolled, Enrolled All But Clinical, and Completed: September 1, 2012 to August 31, 2020 *(8 year window)*

    2018-19 Completers: September 1, 2011 to August 31, 2020 *(9 year window)*

    2017-18 Completers: September 1, 2010 to August 31, 2020 *(10 year window)*

3. ETS cannot correct errors if their web site shows that a person DID NOT pass a test during the testing window and the Louisiana Department of Education has accepted an equivalent new assessment prior to the date that the State informed ETS that the test was adopted. The State must correct that error. **You will need to identify information about the student, the number and score of the assessment that was NOT PASSED, the name and score of the assessment that was passed, and other information on an Excel spreadsheet using a format that the BoR/LDOE provides.** DO NOT submit information unless you list a specific assessment that was NOT passed.

4. If programs submit their corrections on the Excel spreadsheets to the State, and there are names listed that do not show that a test was NOT PASSED, the lists will be returned to the universities/private providers/districts. The State can only correct tests that were NOT PASSED.

D.   DO NOT DO THE FOLLOWING

1.   Do NOT contact ETS if a person passed an equivalent assessment AFTER the testing window (e.g., after August 31, 2020). That score will not be counted until next year's Title II report.

2.   Do NOT send names of people to the State that never took Praxis I assessments and instead substituted ACT/SAT scores or a Master's degree for Praxis I. The State does not want that information for there are no scores that are NOT PASSED. The information will not be examined and will be returned to the universities/private providers/districts.

3.   Do NOT send lists of all candidates to the State with notations for those that need to be corrected. The State ONLY wants the names of those who did NOT PASS and need to be corrected by the State. The lists will not be examined and will be returned to the universities/private providers/districts.

4.   Do NOT send information to the State on the Excel spreadsheet about corrections that ETS must make. That interaction should occur directly between your campus and ETS. If you are having problems with ETS making the correction, you can then contact the State. The State cannot make the correction but may be able to help you think about next steps.

E.   OTHER IMPORTANT INFORMATION

1.   **Exported Data and Social Security Numbers**. ETS has recommended that once all accurate data have been entered for all candidates on the ETS web site, programs should "Export" the data and save the data on their computers. If you choose to do so, we ask that special caution be taken to place the data in a secure location and that you password protect the file. The file will contain social security numbers and should not be saved in an unprotected location. You are liable for the data and will be held accountable if the social security numbers are accessed by unauthorized personnel.

2.   **Removal of Names from ETS Web Site**. A candidate's name should be removed on the ETS web site if the candidate officially withdrew from a program during the time period of September 1, 2019 to August 31, 2020. If a candidate was enrolled and participating in a teacher preparation program for several months but another program indicates that the candidate has now enrolled in a different program prior to August 31, 2020, you will need to delete the candidate from your program so that the other teacher preparation program can list the candidate as attending their program.

3.   **Found – Not Found**. These two areas should be checked every year to verify that ETS has matched all candidates who have Praxis scores.

If names are listed for "Not Found," it means that ETS could not locate a score based on the information that you provided. You need to check and make sure the identifying information you provided to ETS was accurate. The students on

this list may be students who used an ACT/SAT score instead of the Praxis assessment to enter the program which is OK. However, if you know Praxis scores are available for any other candidates, you need to locate and enter on the ETS web site additional identifying information to help ETS locate the Praxis scores.

If names are listed for "**Found**," it means that ETS found Praxis assessments, but the assessments cannot be used for the area of certification you listed for a variety of reasons.

If the reasons include the following, you need to provide correct identifying information on the ETS web site for ETS to locate the students: the wrong license is listed for the candidate or the personal identifying information entered for the student does not match the file in the ETS database.

If the reasons include the following, scores will not be listed but the candidates will still be listed as a part of your total count for the year. The only time it would be a problem is if the candidates did not pass a Praxis assessment earlier, and the State will need to work with you to correct the passage rate report when submitting to Westat for Title II reporting. The reasons are the following: the student took the assessment before the effective date, they took the assessment after the expiration date, or the student has an outstanding balance on his/her account which prevents scores from being available to report.

If the reasons include the following, scores will not be listed for the candidates and it is not a problem: the student took an assessment that is not required for the area of certification, the student took the assessment outside the testing window, the student has registered with ETS but has not yet tested.

4. **Matched Scores**. You need to check to make sure ALL assessments for all candidates have been listed.

If an "Other Enrolled" student is in an alternate program, you need to check to make sure there is a "Praxis Content assessment" for every candidate and there is a "Praxis Skills Assessment" (unless a SAT/ACT/Master's degree has been substituted) listed for each student.

If an "Other Enrolled" student is in an undergraduate program, you need to check to make sure there is a "Praxis Skills Assessment" (unless a SAT/ACT has been substituted) listed for each student.

If a "Completer" student is in an undergraduate or in an alternate program, you need to check to make sure there is a "Praxis Skills Assessment" (unless a SAT/ACT/Master's degree has been substituted), "Praxis Content Assessment," and a "Praxis Professional Knowledge Assessment" listed for each student.

5.   **Mild/Moderate Special Education Codes and Other Outdated Codes**

Please look at the document on the next page to identify outdated codes and the codes that you should be using for mild/moderate special education on the ETS website. In particular, please note when you SHOULD NOT be using the code 425N for mild/moderate special education.

For all integrated to merged mild/moderate and regular education programs, the following mild/moderate codes **plus** the following content codes should be entered for each candidate.

(911) Mild/Moderate: Elementary 1-5 & (799) Grades 1-5 (Elementary)

(912) Mild/Moderate: Middle Grades 4-8 & (811) Grades 4-8 Mathematics

(912) Mild/Moderate: Middle Grades 4-8 & (812) Grades 4-8 Science

(912) Mild/Moderate: Middle Grades 4-8 & (813) Grades 4-8 English/
       Language Arts)

(912) Mild/Moderate: Middle Grades 4-8 & (814) Grades 4-8 Social Studies

(913) Mild/Moderate: Secondary 6-12 & one or more of the following: (374) English **or** (131) Foreign Lang.: Chinese (6-12) **or** (376) Foreign Lang.: French (6-12) **or** (179) Foreign Lang.: French (K-12) **or** (378) Foreign Lang.: German (6-12) **or** (183) Foreign Lang.: German (K-12) **or** (380) Foreign Lang.: Italian (6-12) **or** (186) Foreign Lang.: Italian (K-12) **or** (386) Foreign Lang.: Latin (6-12) **or** (411) Foreign Lang.: Latin (K-12) **or** (382) Foreign Lang.: Russian (6-12) **or** (384) Foreign Lang.: Spanish (6-12) **or** (193) Foreign Lang. Spanish (K-12) **or** (388) Mathematics (6-12) **or** (366) Science: Biology (6-12) **or** (368) Science: Chemistry (6-12) **or** (372) Science: Earth Science (6-12) **or** (330) Science: Environmental Science (6-12) **or** (364) Science: Gen. Science (6-12) **or** (370) Science: Physics (6-12) **or** (392) Social Studies (6-12)

Do **NOT** enter just the mild/moderate code. **Both** codes must be entered.

Student Detail - Certificate/Licensure/Program(s)

Use this list in selecting the appropriate initial licensure area for each student entered for 2019-2020.

License Code	License Name	License Code	License Name
BIRTH TO MIDDLE SCHOOL		390	Journalism 6-12
798	Birth to Kindergarten	806	Marketing 6-12
800	Grades PK-3	388	Mathematics 6-12
799	Elementary Grades 1-5	366	Science: Biology 6-12
813	Grades 4-8 (English/Language Arts)	368	Science: Chemistry 6-12
811	Grades 4-8 (Mathematics)	372	Science: Earth Science
812	Grades 4-8 (Science)	330	Science: Environmental Science
814	Grades 4-8 (Social Studies)	364	Science: General Science
SECONDARY EDUCATION		370	Science: Physics 6-12
301	Agriculture 6-12	392	Social Studies 6-12
315	Business Education 6-12	394	Speech 6-12
233	Computer Science 6-12	807	Technology Education 6-12
374	English 6-12	808	Vocational Family & Consumer Science
Family & Consumer Science (See Vocational Family & Consumer Science)		**GRADES K-12**	
131	Foreign Language: Chinese 6-12	203	Art K-12
181	Foreign Language: Chinese K-12	208	Dance K-12
376	Foreign Lang.: French (This is 6-12.)	215	Instrumental Music K-12
179	Foreign Lang.: French K-12	213	Vocal Music K-12
378	Foreign Lang.: German (This is 6-12.)	206	Health and Physical Education K-12
183	Foreign Lang.: German K-12	**SPECIAL EDUCATION**	
380	Foreign Lang.: Italian (This is 6-12.)	413	SE: Early Interventionist B-5
186	Foreign Lang.: Italian K-12	855	SE: Hearing Impaired K-12
386	Foreign Lang.: Latin (This is 6-12.)	856	SE: Visually Impaired K-12
411	Foreign Lang.: Latin K-12	882	SE: Significant Disabilities 1-12
382	Foreign Lang.: Russian (This is 6-12.)	911	Mild/Moderate Elementary Grades 1-5
384	Foreign Lang.: Spanish (This is 6-12.)	912	Mild/Moderate Middle Grades 4-8
193	Foreign Language: Spanish K-12	913	Mild/Moderate Secondary Grades 6-12

DO NOT USE the license codes below when entering licenses for new students.

License Code	License Name	Comments
111N	Elementary Grades 1-8	• Replaced by license code 799 • Deadline date for undergrad students to complete program - 8/31/08. • Deadline date for alternate students to complete program - 8/31/06
425N	Mild/Moderate 1-12	• Replaced by license codes: 911, 912 & 913 • Deadline date for alternate students to complete program – June 30, 2013. • Deadline date for undergrad students to complete program – June 30, 2015
303	Vocational Agriculture	• Replaced by license code 301

UNIVERSITY TITLE II TIMELINES FOR ETS, WESTAT,
& STATE OF LOUISIANA (2020-21) *(Updated: 8.16.20)*

ETS DATA ENTRY AND CORRECTION OF PROBLEMS		
Tasks	**Timelines for Louisiana**	**Timelines for ETS**
BoR provides institutions with Excel spreadsheets that show corrections for previous spring State Corrections Reports.	Aug. 30, 2020	
Institutions start entering new data on the ETS website, update data from previous years, and check previous two years of completer data.	Aug. 31, 2020	Aug. 31, 2020
Title II Contact Persons participate in webinar/ conference call conducted by BoR/LDOE about ETS data entry.	Sept. 2020	
Institutions enter information on the fall State Corrections Reports to identify problems that can only be corrected by the State.	Sept. 7-Oct. 10, 2020	
BoR has State deadline for universities to submit fall State Corrections Reports to BoR for review.	****Oct. 10, 2021** *(new deadline)*	
BoR reviews the reports for accuracy and notifies universities if there are questions about State corrections or if the institutions need to contact ETS to correct the problems.	Oct. 3-Oct. 14, 2020	
State has <u>deadline</u> for institutions to resubmit final fall State Corrections Reports that have been corrected to BoR/LDOE.	Nov. 2, 2020	
ETS has <u>deadline</u> for institutions to enter data on ETS website or contact ETS about corrections that ETS must make.		Nov. 6, 2020
ETS RESOLUTION PERIOD & STATE SUBMISSION TO WESTAT		
Tasks	**Timelines for Louisiana**	**Timelines for ETS**
BoR provides universities with copies of the final fall State Corrections Reports.	Jan. 29, 2021	
ETS provides institutions with access to new cohort year passage rate reports.		Feb. 1, 2021
Institutions identify problems with passage rate reports that should have been resolved with ETS during the fall ETS data entry time period and contact ETS. If it is a correction that ETS was asked		Feb. 1-26, 2021

**UNIVERSITY TITLE II TIMELINES FOR ETS, WESTAT,
& STATE OF LOUISIANA (2020-21) (CONT'D.)**

ETS RESOLUTION PERIOD & STATE SUBMISSION TO WESTAT		
Tasks	**Timelines for Louisiana**	**Timelines for ETS**
(Cont'd.) to correct, ETS makes the correction. If it is a correction that the institution failed to inform ETS, the institution pays ETS to recalculate the results for the institution and statewide passage rate reports. Programs will also notify the BoR/LDOE of the problem.		
ETS has deadline for institutions to contact ETS to request changes to data in passage rate reports.		Feb. 26, 2021
Institutions confirm the accuracy of fall State Corrections Reports or submit revised State Corrections Reports that identify additional problems that can only be corrected by the State.	Feb.8-19, 2021	
Institutions calculate correct Average Scaled Scores for Praxis assessments identified on the State Corrections Report and submit the corrected Average Scaled Scores to the BoR/LDOE.	Feb.8-19, 2021	
ETS prepares final passage rate reports.		Feb. 27-April 15, 2021
BoR/LDOE correct the numbers, institution passage rates, and Average Scaled Scores for individual institutions and for the statewide Louisiana Summary on passage rate reports.	Feb. 8-March 19, 2021	
BoR contacts universities to request revisions to the State Corrections Reports when institution data are not consistent with ETS data in passage rate reports.	Feb. 8-March 19, 2021	
BoR provides universities with a final spring State Corrections Report that the State used to make corrections to the final passage rate reports to be sent to Westat.	March 22-26, 2021	
BoR provides universities with copies of the final passage rate reports for validation.	March 22-26, 2021	
BoR/LDOE submit corrected passage rate reports to Westat. (For other states, ETS submits the passage rate reports to Westat.)	April 1, 2021	April 15, 2021

UNIVERSITY TITLE II TIMELINES FOR ETS, WESTAT, & STATE OF LOUISIANA (2020-21) (CONT'D.)

WESTAT INSTITUTION DATA ENTRY AND REVIEW		
Tasks	**Timelines for Louisiana**	**Timelines for Westat**
Westat opens website and institutions start preparing *Title II Institutional and Program Report Cards (IPRC).*	Feb. 2021	Feb. 2021
Institutions enter data for *IPRC* on Westat website.	Feb. - April 30, 2021	
Title II Contact Persons participate in webinar/ conference call conducted by BoR/LDOE about Westat data entry.	Feb. 2021 [*Insert Time*]	
BoR provides deadline for universities to complete their entry of data on the Westat website for review by BoR.	March 26, 2021	
BoR reviews data on Westat website and provides universities with feedback regarding accuracy of data.	March 29-April 9, 2021	
Universities make corrections to data on Westat website.	April 12-22, 2021	
BoR/LDOE provide State deadline for institutions to certify their *IPRC* on the Westat website.	April 23, 2021	
BoR contacts university provosts if it appears that universities may not certify by the April 30 federal deadline.	April 26, 2021	
All institutions certify Westat Title II *Institutional and Program Report Cards (IPRCI)* by federal deadline. USDE charges a fine to institutions if certified reports are not submitted by the deadline.	April 30, 2021	April 30, 2021

TITLE II CONTACTS *(Revised: 9.11.2020)*

INSTITUTIONS	NAMES OF CONTACT PERSONS	E-MAIL ADDRESSES
Caddo Parish School	Cassie Harwell	csharwell@caddoschools.org
Caddo Parish School	Shannon Henderson	stbullard@coaddoschool.org
Centenary College	Karen Soul	ksoul@centenary.edu
Centenary College	Katherine Bearden	kbearden@centenary.edu
Centenary College	Amy Hammond	ahammond@centenary.edu
Grambling State University	Tiffany Mixon	mixonti@gram.edu
Grambling State University	Melanie Monroe-Harrison	monroemr@gram.edu
Grambling State University	Andolyn Harrison	harrisonan@gram.edu
iTeach Louisiana	Diann Huber	diann.huber@itech.net
Louisiana College	Amy Craig	amy.craig@lacollege.edu
Louisiana College	Marion Skiles	marion.skiles@lacollege.edu
Louisiana College	Shwane Johnson	lacreta.johnson@lacollege.edu
Louisiana State University – Alexandria	Renee Floyd	rfloyd@lsua.edu
Louisiana State University – Alexandria	Amanda Blackburn	ablackburn@lsua.edu
Louisiana State University – Baton Rouge	Richard Baker	richardbaker@lsu.edu
Louisiana State University – Shreveport	Jacqueline Langford	jacqueline.langford@lsus.edu
Louisiana Tech University	Dustin Hebert	hebertd@latech.edu
Louisiana Tech University	Dawn Basinger	dbasing@latech.edu
Loyola University	Jane Chauvin	chauvin@loyno.edu
Loyola University	Glenda Hembree	gghembre@loyno.edu
LRCE – Certification Solutions	Rebecca Campbell	rebeccac@lrce.org
McNeese State University	Debbie Taylor	dtaylor@mcneese.edu
Nicholls State University	Misty Perry	mistie.perry@nicholls.edu
Nicholls State University	Scot Rademaker	scot.rademaker@nicholls.edu
Nicholls State University	Elizabeth Block	elizabeth.block@nicholls.edu
Northwestern State University	Katrina Jordan	jordank@nsula.edu
Northwestern State University	Susan Kahn	kahns@nsla.edu
Northwestern State University	Suzanne Williams	suzanne@nsula.edu
Northwestern State University	Kimberly McAlister	mcalisterk@nsula.edu
Relay Graduate School of Education	Aspen Davis	adavis@relay.edu
Southeastern Louisiana University	Michelle Hall	mhall@selu.edu
Southeastern Louisiana University	Paula Calderon	paula.calderon@selu.edu
Southern University – Baton Rouge	Luecreasie Brown-Hill	luecreasie_brownhill@subr.edu
Southern University – New Orleans	Diane Bordenave	dbordenave@suno.edu
St. Bernard Parish Public Schools	Charles Raviotta	charles.raviotta@sbpsb.org
Teach Ascension	Dawn Love	dawn.love@apsb.org
The New Teacher Project Academy	Carol Ohea	carol.ohea@tntp.org
Tulane University	Richard Mihans	rmihans@tulane.edu

INSTITUTIONS	NAMES OF CONTACT	E-MAIL ADDRESSES
Tulane University	Roddrick Jones	Rjones27@tulane.edu
Tulane University	Keri Randolph	keri@tulane.edu
University of Holy Cross	Kelly Fabre	kfabre@uhcno.edu
University of LA Lafayette	Cindy Duhon	cduhon@louisiana.edu
University of LA Monroe	Therese Filhiol	filhiol@ulm.edu
University of LA Monroe	Shalanda Stanley	sstanley@ulm.edu
University of New Orleans	Martha Blanchard	Mblancha@uno.edu
University of New Orleans	Kim Long	kmlong@uno.edu
University of New Orleans	Kurt Ovella	Kmovella@uno.edu
Xavier University	Renee Akbar	rvakbar@xula.edu
Xavier University	Douglas Athey	dathey@xula.edu

STATE PERSONNEL		
Board of Regents	Susannah Craig	susannah.craig@laregents.edu
Board of Regents	Melissa Anders	melissa.anders@laregents.edu
Louisiana Department of Education	Sara DeLano	Sara.delano@la.gov
Louisiana Department of Education	Erich Shultz	Erich.shultz@la.gov